



**KING COUNTY**  
**HIV/AIDS PLANNING COUNCIL ASSESSMENT COORDINATOR**  
**(PROGRAM PROJECT MANAGER II)**  
**PUBLIC HEALTH-SEATTLE & KING COUNTY**  
**PREVENTION DIVISION/HIV/AIDS PROGRAM**  
**Hourly Rate Range: \$25.81 – \$32.72**  
**Job Announcement: 05MH5063**  
**OPEN: 3/28/05      CLOSE: 4/11/05**

**WHO MAY APPLY:** This career service position is open to all qualified candidates.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Jesse Chipps at (206) 205-5511 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to 206-205-5430.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume, responses to the supplemental questionnaire and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** 400 Yesler Way, Third Floor, Downtown Seattle, and various off-site meeting locations throughout the county.

**WORK SCHEDULE:** This full time career service position is overtime eligible. It works a 40 hour workweek; scheduled Monday through Friday between 8AM – 5PM with some evening and weekend hours, as needed.

**PRIMARY JOB FUNCTIONS:** Under the supervision of the HIV/AIDS Planning Council Administrator, this position works with the Council to conduct, analyze and present care and prevention needs assessments used by the Council in its prioritization and allocation processes, evaluate Council and grantee functions, interpret data, and train Council members on how to interpret data and effectively use data in Council processes. Under separate supervision, this position also provides technical assistance to Title II consortia around Washington State.

Responsibilities include:

- Working with workgroups of Council members, including HIV care and prevention consumers and providers, to design, conduct and analyze data for various needs assessments.
- Devising clear and creative oral and written methods of communicating data to diverse members of the Council in a manner that makes the data easy to understand, reference and use in Council processes. (Finalists for this position will be tested in these skills) Components of this work include:
  - Summarizing data from various sources into matrixes, reports, presentations, tables and charts

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Developing presentations and interactive learning activities that clearly convey complex information to audiences with varying levels of skill in data interpretation
- Providing one-on-one tutoring to Council members on topics related to the understanding and interpretation of epidemiologic, assessment and evaluation data
- Working with the Council Administrator to train Council members in various aspects of Council work, including the appropriate use of data.
- Designing, conducting and analyzing evaluations of Council processes, products and meetings as well as the perception of the Council among constituents.
- Evaluating the administrative mechanism of the Title I grantee in rapidly disbursing Ryan White funds.
- Supporting the work of the Council through regular attendance at Council meetings and some committee meetings; helping the Council Administrator to facilitate meetings, and carrying out tasks for the committees.
- Writing sections of the Ryan White CARE Act, Title I, CDC Prevention and other grants related to needs assessments and other data, and working with the HIV Epidemiology unit to summarize data for these grants.
- Working with the Council Administrator and Council workgroups to develop and update marketing materials including a Council web site, a newsletter and promotional posters.
- Working with the state Department of Health to create a statewide care needs assessment, facilitate prioritizations at the 14 consortia throughout the state, and provide trainings to consortia members. (This body of work comprises 0.2 FTE of the position, and is performed under separate supervision)

**QUALIFICATIONS:**

- Demonstrated knowledge and ability to design and conduct needs assessments and statistical analysis
- Ability to develop and deliver training programs
- Demonstrated skill and ability to present data (in oral and written forms) in a manner that is understandable and usable for planning bodies that include members who have very little experience with interpreting data
- Skilled at using Word, Excel, PowerPoint, Outlook
- Demonstrated skill and ability in using a statistical analysis computer program, such as SASS or SPSS
- Skill and ability in working with diverse populations

**DESIRED QUALIFICATIONS:**

- Master's degree in public health, health, social services, epidemiology and or behavioral sciences with an emphasis in research or needs assessment or the equivalent professional experience.
- One year of relevant professional experience may be used to substitute for each year of required college or post-graduate education.
- Significant experience designing and implementing needs assessments in HIV prevention or care highly desirable.
- Experience working with SPSS and experience working with planning bodies comprised of diverse individuals are also desirable.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in Federal and State law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

***HIRING PROCESS:*** Applicants must complete the application materials described above, as well as the attached Supplemental Questionnaire. Top candidates will be interviewed and finalists selected. Finalists will be provided two weeks to analyze an electronic data set that will be provided and to develop a brief (15 minutes maximum) oral presentation with supporting written materials, which they will present to a group of Council members for evaluation.

***CLASS CODE: 8243 SEQUENCE NUMBER: 80-8243-0918***

**SEATTLE HIV/AIDS PLANNING COUNCIL  
ASSESSMENT COORDINATOR SUPPLEMENTAL QUESTIONNAIRE**

**Please write or type your name at the top of each page.**

In addition to completing the King County application form and data sheet, and including your resume and a cover letter stating how you meet or exceed the requirements of this position, please answer the following questions. Please be thorough, but succinct.

1. Describe an assessment or survey that you designed or participated in designing. Please include descriptions of the design process, sampling techniques, goals and conclusions. If you had the ability to do this assessment again, describe what would you change.
  
2. Describe 3 to 5 elements that you consider most important in designing and implementing an assessment that will yield useful data.
  
3. Imagine you are working with a committee consisting of Council members and Public Health staff to conduct an assessment of the HIV prevention needs of King County MSM (i.e. men who have sex with men) who also use methamphetamine. You will have two months of full-time work to conduct the assessment, and an additional budget of \$10,000 to cover additional labor, printing, supplies and incentives. Describe how you will go about designing and carrying out this work.